



Post: Nursery MDSA

Pay: Grade 2

Responsible to: Nursery Lead and Deputies

Job Purpose

To ensure the smooth set up for provision lunches in a clean and nurturing environment and the supervision of children at lunchtime.

Main Duties

- The supervision of children to ensure their enjoyment, safety and welfare throughout the midday period.
- To develop and promote positive relationships
- To develop and maintain a healthy, safe and secure environment for children
- Promote children's development
- Protect and promote children's rights, well-being and resilience
- Meet statutory welfare requirements
- The post holder must respect the confidentiality of families, whilst sharing information appropriately and if necessary sharing information with statutory agencies in line with agreed School & Nursery
- To carry out safeguarding responsibilities in line with the federation policy and the most recent publication of Keeping Children Safe in Education, logging behaviour incidents, pastoral updates and concerns using CPOMS (Child Protection Online Management System).
- To attend to children's personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided).
- To be flexible in working arrangements in order to best meet the needs of children in the Nursery
- Promote positive play through active engagement and ensuring a range of activities are available and carried out sensibly and safely.
- Deal with minor behavioral problems, reporting incidents to the class teachers.
- Understand and comply with Health and Safety rules and procedures.

Supervision

General direction and work expectations will be provided by the Nursery Lead and Deputies.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the federation policy and the most recent publication of Keeping Children Safe in Education.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within school premises. The postholder may occasionally be required to attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Standards and Quality Assurance

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Actively participate in staff training and implementation of initiatives.
- Engage fully with team and staff meetings.

Special Notes or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Assistant Headteacher) Date:** _____
